

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Tuesday, 29 November 2016

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Ashted Park, Surrey, KT21 1ET on Tuesday, 29 November 2016 at 10.30 am

Present

Members:

Deputy Roger Chadwick (Chairman)	Andrew McMillan (Co-Opted Member)
Stuart Fraser (Deputy Chairman)	Graham Packham
Deputy John Bennett	Deputy Elizabeth Rogula
Nicholas Goddard (Co-Opted Member)	Councillor Chris Townsend (Co-Opted Member)
Michael Hudson	Philip Woodhouse
Vivienne Littlechild	

Officers:

David Arnold	- Town Clerk's Department
Chrissie Morgan	- Director of Human Resources
Steven Reynolds	- Chamberlain's Department
Roger Adams	- City Surveyor's Department
Roland Martin	- Headmaster, City of London Freeman's School
Evelyn Guest	- Deputy Head (Pastoral), City of London Freeman's School
Andrew McCleave	- Deputy Head (Academic), City of London Freeman's School
Matt Robinson	- Head of Junior School, City of London Freeman's School
Sue Williams	- Bursar, City of London Freeman's School

1. APOLOGIES

Apologies for absence were received from Alderman Timothy Hailes, Deputy Brian Harris, Clare James, Hugh Morris, Ian Seaton, and Gilly Yarrow.

Governors also noted that Adam Richardson had now resigned from the Board of Governors so the vacancy would be advertised from the Court of Common Council meeting in January 2017.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were none.

3.1 **Minutes of the Board of Governors**

RESOLVED – That the public minutes and summary of the meeting held on 3 October 2016 be approved.

Matters Arising

Financial Statements

Governors noted that a report regarding proposals to invest part of the Bursary and Charity Funds cash balances into the City of London Charities Pool by 1 April 2017 would be considered at the next Board meeting.

3.2 **Minutes of the Academic & Education Sub-Committee**

RESOLVED – That the draft public minutes of the meeting held on 14 November 2016 be noted.

3.3 **Minutes of the Finance, General Purposes & Estates Sub-Committee**

RESOLVED – That the public minutes of the inquorate meeting held on 14 November 2016 be noted and endorsed.

4. **TERMS OF REFERENCE AND FREQUENCY OF MEETINGS**

The Board considered a report of the Town Clerk setting out its Terms of Reference and frequency of Board of Governors meetings. Due to recent quorum issues at Sub-Committee meetings, the Board agreed to combine the membership of both Sub-Committees to allow Members of the Academic & Education Sub-Committee to count towards to quorum of the Finance, General Purposes & Estates Sub-Committee, and vice versa. Governors also noted that there were now two vacant positions on the Board for Common Council Governors. Current Common Council Governors would encourage Common Council Members to apply for these vacancies at the upcoming Court of Common Council meetings.

RESOLVED – That:-

- a) The Terms of Reference of the Board of Governors be approved;
- b) The current frequency of meetings be approved;
- c) Up to eight other Governors be appointed to the Sub-Committees by the Board of Governors (two of whom must be Common Council Governors); and
- d) Nicholas Goddard be appointed to the Sub-Committees.

5. **NEW MANAGING PEOPLE POLICY AND REVISED DISCIPLINARY AND GRIEVANCE PROCEDURES**

The Board considered a Director of Human Resources that sought approval to the City of London Corporation's Managing People Policy, the Disciplinary Procedure, and the Grievance Procedure. In response to a Member's question, the Director of Human Resources advised that the Managing People Policy would formalise the appraisal process for all Managers and that she would clarify how this would affect procedures within the School with the Member.

RESOLVED – That the Managing People Policy, the Disciplinary Procedure, and the Grievance Procedure be approved.

6. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

In response to a Governor's question, the Board agreed that a verbal update on safeguarding matters be added as a separate agenda item for each future Board meeting.

7. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was none.

8. EXCLUSION OF THE PUBLIC

RESOLVED – That, under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Section 12A of the Local Government Act.

9.1 Non-Public Minutes of the Board of Governors

RESOLVED – That the non-public minutes of the meeting held on 3 October 2016 be approved.

9.2 Non-Public Minutes of the Academic & Education Sub-Committee

RESOLVED – That the draft non-public minutes of the meeting held on 15 November 2016 be noted.

9.3 Non-Public Minutes of the Finance, General Purposes & Estates Sub-Committee

RESOLVED – That the draft non-public minutes of the inquorate meeting held on 15 November 2016 be noted and endorsed.

10. GATEWAY 1-2 PROJECT PROPOSAL: 2016 MASTERPLAN

The Board considered a joint report of the Headmaster and the City Surveyor that sought approval to a project proposal regarding the City of London Freemen's School 2016 Masterplan.

11. HEADMASTER'S REPORT

The Board considered a report of the Headmaster that provided updates regarding matters relating to the School's operational activities. The Board also gave close scrutiny to the Safeguarding Policy that had been updated following a recent safeguarding audit of the School commissioned by the Town Clerk's Department.

12. IT DEPARTMENT RESTRUCTURE

The Board considered a report of the Headmaster that sought approval to restructure in the IT Department at the City of London Freemen's School following the Business review conducted in 2015/16 by ISQ.

13. HEAD OF JUNIOR SCHOOL REPORT

The Board received a report of the Headmaster that provided an overview of events in the Junior School since the last meeting of the Board.

RESOLVED – That the Head of Junior School’s report be noted.

14. **ARREARS OF FEES**

The Board received a report of the Headmaster that provided Governors with an update regarding the fees in arrears as at 31 October 2016.

RESOLVED – That the arrears of fees be noted.

15. **OUTREACH REPORT**

The Board received a report of the Headmaster regarding the School’s outreach office.

RESOLVED – That the report be noted.

16. **HEALTH AND SAFETY**

The Board received a report of the Headmaster that provided an update regarding health and safety matters for the autumn term 2016.

RESOLVED – That the Health and Safety report be noted.

17. **RISK REGISTER UPDATE**

The Board received a report of the Headmaster that contained the City of London Freemen’s School risk register.

RESOLVED – That the risk register be noted.

18. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were none.

19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was one item of urgent business.

20. **HEAD TEACHERS INCREMENTAL PROGRESSION AND PERFORMANCE ASSESSMENT**

The Board considered a report of the Director of Human Resources.

The meeting ended at 1.30 pm

Chairman

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